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## OFFICE OF SCIENTIFIC INTELLIGENCE

## SECURITY OFFICER

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## I. MISSION

Under the direction of the Chief, Administration Branch, and subject to the policies and procedures promulgated by the Assistant Director, Current Intelligence for special intelligence matters and by the Director of Security, the Office of Scientific Intelligence Security Officer will supervise all OSI security matters and all security matters in the Barton Hall Special Center, will recommend measures for improving security, will process requests for SI and Q clearances and will provide guidance on security problems.

## II. FUNCTIONS

Within OSI and the Barton Hall Special Center:

- a. Conducts frequent security inspections and institutes studies, reviews and analyses as necessary to determine the adequacy of existing security policies, directives, regulations and procedures and the adherence thereto of all personnel.
- b. Recommends to the Director of Security or to the Assistant Director, Current Intelligence, as appropriate, new or revised controls, regulations, policies and procedures necessary to insure adequate security standards.
- c. Reports to the Assistant Director, Scientific Intelligence indications of security laxity and recommends action necessary to insure adherence by all personnel to security standards established by the Director of Security and the Assistant Director, Current Intelligence.
- d. Provides advice and guidance to all personnel on security matters, including the interpretation of CIA and OCI Regulations, directives, and other security instructions.
- e. Assists the AD/CI in discharging his responsibility for security for Special Intelligence by supervising the work of receptionists in the Special Center, controlling access of personnel to the restricted area and recommending to OCI types of badges to be issued.
- f. Conducts a preliminary screening of the PHS of prospective employees in relation to special intelligence requirements for clearability and recommends action in difficult cases or in requests for waivers.
- g. Refers personnel to OCI for indoctrination or rebriefing, conducts routine special intelligence debriefings in accordance with OCI procedures and conducts internal briefings or debriefings for new or resigning personnel.

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- h. Reports security violations and possible compromises to the Security Office, Assistant Director, Scientific Intelligence and, concurrently, to the Assistant Director, Current Intelligence in special center security violations, and investigates security violations and possible compromises in conjunction with Security Office or OCI, as appropriate.
- i. Subject to review and recommendations by OCI and the Security Office, as appropriate, issues memoranda and instructions regarding all aspects of security including special intelligence security as applied to Barton Hall.
- j. Prepares periodic reports to OCI in relation to Restricted Area security activities.
- k. Conducts administrative processing of all CIA requests for Q clearances.

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